



# RECORDS RETENTION AND DISPOSITION SCHEDULE

## Homeland Security, Department of. Planning and Assessment.

Agency: Planning and Assessment		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	2011-19	<b>EMERGENCY OPERATIONS PLANS</b> Local, district, state and federal plans, submitted and retained electronically.	DELETE /DESTROY after three (3) years and after receipt of replacement plan.
2	2010-23	<b>PROTECTED CRITICAL INFRASTRUCTURE INFORMATION</b> Information received by the Indiana Department of Homeland Security from the US Department of Homeland Security pursuant to 6 USC 131-135 and 6 CFR 29 regarding the security of critical infrastructure and protected systems, analysis, warning, interdependency study, recovery, reconstitution, and related purposes. Records include correspondence, reports, assessments, strategies, grant applications, drawings, specifications, plans, and risk planning documents in paper or electronic form. Disclosure of these records is affected by 6 USC 133(a)(1)(A)-(E) and 6 CFR 29.8. Retention period is based on high security-level of information and its duplicate existence at the Federal level.	DESTROY when outdated or replaced by subsequent records received from the US Department of Homeland Security.
3	2010-24	<b>CRITICAL INFRASTRUCTURE INFORMATION</b> Homeland security and counterterrorism records which may be intra-agency or interagency advisory or deliberative material (including material developed by a private contractor under a contract with a public agency). These may be expressions of opinion or of a speculative nature, and include: 1) administrative or technical information that would jeopardize a record keeping or security system, 2) computer programs, codes, filing systems, and other software, 3) portions of electronic maps entrusted to a public agency by a utility, and 4) school safety and security measures, plans, and systems, including emergency preparedness plans developed under 511 IAC 6.1-2-2.5.  Records may include correspondence, reports, assessments, strategies, grant applications, drawings, specifications, plans, and risk planning documents in paper or electronic form, as further described in IC 5-14-3-4(b)(6), (10), (11), (18) and 19. Disclosure of these records may be affected by the previously listed statutes.  Retention is based on a reasonable likelihood of threatening public safety by exposing a vulnerability to terrorist attack should records be improperly disclosed.	DESTROY when outdated or replaced.
4	79-3142	<b>COUNTY FILES</b> File of each county which contains its Basic Emergency Plan, correspondence, etc.	TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles when outdated or replaced.